

# Change Management Compliance Approval Form

## 1. Change Request Information

Title of Change

Change Request ID

Request Date

Requested By

## 2. Change Description

Description of Change

Reason / Justification

## 3. Impact Assessment

Impact Summary

Risk Assessment (if any)

Affected Systems / Components

Expected Downtime

## 4. Compliance Checks

Compliance Area	Checked	Remarks
-----------------	---------	---------

Security & Privacy	<input type="button" value="▼"/>	
Regulatory / Legal	<input type="button" value="▼"/>	
Business Continuity	<input type="button" value="▼"/>	
Other	<input type="button" value="▼"/>	

## 5. Approval Workflow

Role	Name	Status	Date	Comments
Change Owner	<input type="text"/>	<input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>
Compliance Officer	<input type="text"/>	<input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>
IT Manager	<input type="text"/>	<input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>

## 6. Additional Notes

### Important Notes

- Ensure all sections are completed before submitting for approval.
- Attach supporting documents where necessary for compliance and audit purposes.
- Maintain a record of all changes and approvals as part of governance requirements.
- Seek feedback from all relevant stakeholders before final approval.
- This document is subject to regular review and update to comply with organizational policies.